

CHAPTER 1 GENERAL

[Prior to 4/22/87, Iowa Family Farm Development Authority [523] Ch 1]

25—1.1(175) Description of agricultural development authority organization. The agricultural development authority consists of nine members. The treasurer of the state or the treasurer's designee and the state secretary of agriculture or the secretary's designee are ex officio nonvoting members. Members are appointed for staggered six-year terms. A chairperson, vice-chairperson and treasurer are elected by the membership. Authority staff consists of an executive director and additional staff as approved by the agricultural development authority.

This rule is intended to implement Iowa Code section 17A.3 and Iowa Code chapter 175.

25—1.2(175) General course and method of operations. The authority usually meets on a monthly basis at a time and place designated by resolution of the authority. If the meeting date coincides with a legal holiday, it shall be held on a date mutually agreed upon by the members. The purpose of the meetings shall be to review progress in implementation and administration of authority programs, to consider and act upon proposals for authority assistance, to establish policy as needed, and take other actions as necessary and appropriate.

This rule is intended to implement Iowa Code section 17A.3(1)“a.”

25—1.3(175) Public participation in open meetings. The public shall have an opportunity to present their views at board meetings.

1.3(1) Members of the public who wish to present their views at a board meeting shall contact the executive director in writing. Requests shall outline the subject to be addressed at the meeting.

1.3(2) A presentation shall be placed on the agenda of a board meeting if the request is received by the executive director at least one week prior to that meeting. Requests received by the executive director less than one week prior to a board meeting shall be deferred to the following meeting.

1.3(3) At the board meeting, ten minutes shall generally be scheduled for each presentation. At the discretion of the board, more time may be allowed.

1.3(4) The executive director, or a designee, shall notify the requesting party of the exact time and place for the presentation before the board. This notification shall be by telephone call, and followed up by a confirming letter.

1.3(5) On the date of the board presentation, each person scheduled to make a presentation, or each member of a delegation, shall sign a registration sheet located at the reception desk.

1.3(6) In addition to the above, a 30-minute public forum shall be scheduled on the agenda of each regularly scheduled meeting to allow the public an opportunity to address the board on issues related to the board's responsibility. Time for individual presentations during the public forum may be allocated by the executive director to give all those wishing to speak the opportunity to do so.

This rule is intended to implement Iowa Code sections 17A.3, 21.3, 21.5, 21.7, and 21.8 and Iowa Code chapter 175.

25—1.4(175) Location where public may submit requests for assistance or obtain information. Requests for assistance or information should be directed to the Agricultural Development Authority, 505 Fifth Avenue, Suite 327, Des Moines, Iowa 50309-2322, telephone (515)281-6444. Requests may be made personally, by telephone, mail or any other medium available, between the hours of 8 a.m. and 4:30 p.m., Monday through Friday. Special arrangements for accessibility to the authority at other times will be provided as needed.

This rule is intended to implement Iowa Code section 17A.3(1)“a.”

25—1.5(175) Waiver. The executive director of the authority may in the director's discretion retroactively or prospectively waive or vary particular provisions of these rules as necessary to conform to changes in federal or state law or regulations; to further the legislative purposes of programs of the authority; to bestow additional benefits or privileges on persons eligible to participate in the authority's

programs; or to avoid inequitable, harsh or unforeseen results from the application of these rules; provided that the waiver shall be for good cause to avoid irreparable harm or injury to citizens of this state, shall not be unduly prejudicial to any person and shall not be in conflict with the Act.

[Filed 10/23/80, Notice 9/17/80—published 11/12/80, effective 12/17/80]

[Filed 4/3/87, Notice 1/28/87—published 4/22/87, effective 5/27/87]

[Filed 4/30/99, Notice 3/24/99—published 5/19/99, effective 6/23/99]